

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 34

December 6, 2010

SUBJECT: RECORDING TAPE COORDINATOR AND ELECTRONICS SECTION, SCIENTIFIC INVESTIGATION DIVISION RESPONSIBILITY - REVISED; RETRIEVAL AND BOOKING OF VIDEO EVIDENCE - ESTABLISHED; RECORDING TAPE INVENTORY, FORM 12.40.00 - REVISED AND, RENAMED; AND SOUND RECORDING TAPE ISSUE/RECEIPT, FORM 12.48.00 - REVISED AND RENAMED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order establishes procedures for the retrieval and booking of video evidence and revises Department Manual Sections 3/569.20, *Recording Tape Coordinator*; 3/569.40, *Electronics Section, Scientific Investigation Division (SID) - Responsibility*; Recording Tape Inventory, Form 12.40.00, and Sound Recording Tape Issue/Receipt, Form 12.48.00, to conform with the current Department procedures and terminology.

PROCEDURE: The Recording Tape Coordinator is renamed as the Recording Media Coordinator; and, the Electronics Section is renamed as the Electronics Unit, SID. The Recording Tape Inventory form is renamed as the Recording Media Inventory and all references for the term "tape" are changed to "media." The Sound Recording Tape/Issue Receipt form is renamed as the Sound Recording Media Issue/Receipt. The "A," "C," and "D" slips are removed from the form. Attached are the revised Manual Sections with revisions indicated in italics.

I. DEPARTMENT MANUAL SECTION 4/212.21, RETRIEVAL AND BOOKING OF VIDEO EVIDENCE - ESTABLISHED. Investigating officers (I/Os) and officers retrieving video evidence shall follow the procedures outlined in this Order.

Note: This procedure does not apply to video evidence generated by the Department (e.g. In-Car Video, uniformed officers carrying audio/video recorders, Area security cameras). Additionally, this procedure does not apply to video evidence contained within Video Cassette Recorders (VCRs). For situations wherein evidence resides within a VCR, the I/O shall extract the entire cassette and book the evidence at Electronics Unit, SID.

II. INVESTIGATING OFFICER'S AND OFFICER'S RESPONSIBILITIES.

Investigating officers and initial responding officers conducting investigations where security cameras are present at crime scenes shall follow the following procedure when retrieving video evidence from the concerned Digital Video Recorder (DVR) prior to scheduling an appointment with the Electronics Unit:

- * Determine if an operator (i.e., owner, employee, or system installer) with knowledge of the DVR's operation is present at the scene. If that person is not present, determine if someone with equivalent knowledge will respond to the location;
- * Verify with the operator that the DVR is operational and was recording at the time of the incident and that there is useable video for retrieval;
- * Determine when the DVR system over-writes (records over previously-recorded information) to prevent erasure of video evidence;

Note: The Electronics Unit should be notified immediately to retrieve video evidence if the I/O or officer determines the DVR system would over-write the video evidence and the I/O or officer cannot arrange for the evidence capture in a timely manner;

- * Obtain a copy of the video evidence from the operator;

Note: If no operator is available to retrieve the video evidence from the DVR, the I/O who has received training on evidence retrieval from DVRs from the Electronics Unit, or if the I/O is confident and knowledgeable about evidence retrieval from the concerned DVR, may complete the above steps.

- * Obtain the video player software (and/or codec) to ensure playback by the Electronics Unit; and,
- * Document the make and model of the DVR, system time, and actual time of the video evidence for reference.

A. Officers that have retrieved video evidence shall:

1. Indicate at the beginning of the appropriate report (e.g., Arrest or Investigative Report) that video evidence was retrieved;

2. During regular business hours, deliver the video evidence to the concerned detective table; and,
3. During off-hours, place the video evidence in an envelope, indicate the Division of Records number and the concerned detective table handling the investigation outside the envelope and store it in the **divisional evidence locker** for the concerned I/O.

Note: Indicate at the beginning of the appropriate report that video evidence was retrieved and is being held in the divisional evidence locker.

B. Investigating officers shall:

1. Retrieve the video evidence from the divisional evidence locker;
2. Make a copy or copies of the video evidence via the divisional media duplication station;
3. Place the retrieved video evidence (**original copy of the video evidence retrieved from the crime scene**) inside an envelope containing the six-digit SID media number provided by Electronics Unit, SID, and complete the "B" slip of the Sound Recording Tape Issue/Receipt, Form 12.48.00; and,
4. Deliver the video evidence to the divisional Recording Media Coordinator for storage.

C. The investigating officer and initial responding officer shall be responsible for the following:

Note: When an operator, I/O or officer cannot obtain a copy of the video evidence (e.g., if the I/O or officer is not confident and knowledgeable about evidence retrieval from the concerned DVR), an appointment shall be made with the Electronics Unit.

1. Determine the specific date, time, and camera views needed for retrieval, prior to arrival of an Electronics Unit technician;
2. **Be at the scene to meet the responding Electronics Unit technician to ensure that all required video evidence is obtained;**

3. Inform the Electronics Unit technician, in advance, of any hazardous or unconventional methods that need to be addressed to ensure successful evidence retrieval (e.g., DVR equipment secreted in an above-ceiling area); and,
4. If evidence is excessive, (e.g., lengthy timeframe or numerous cameras), the I/O or officer shall be prepared to seize the DVR for processing at the Electronics Unit. In this instance, Electronics Unit shall be contacted to coordinate the DVR seizure.

Note: At no time shall the DVR be turned off prior to video evidence being retrieved by the Electronics Unit unless the proper shut-down procedure can be identified, as valuable evidence may be lost.

III. RECORDING MEDIA COORDINATOR'S RESPONSIBILITIES. The Recording Media Coordinator or their designee shall:

- * Document the video evidence information on the Recording Media Inventory;
- * Store the video evidence in a designated locked cabinet only until it is transferred to the SID media vault; and,
- * Book the video evidence into the media vault of the Electronics Unit at Piper Tech - Space 270, as soon as practicable.

IV. ELECTRONICS UNIT, SCIENTIFIC INVESTIGATION DIVISION'S RESPONSIBILITIES. The Electronics Unit, SID, shall:

- * Store video evidence retrieved from DVRs;
- * Respond to crime scenes to perform video evidence retrieval when such evidence retrieval cannot be performed by an I/O, officer or operator;
- * Provide periodic training to I/Os in video evidence retrieval; and,
- * Be available for consultation with I/Os and officers requiring guidance concerning retrieval of video evidence.

Note: During off-hours, an on-call Electronics Unit technician can be contacted through Real-Time Analysis and Response Division for consultation.

- V. RECORDING TAPE INVENTORY, FORM 12.40.00 - REVISED AND RENAMED.** The Recording Tape Inventory form is renamed as the Recording Media Inventory. All references to the word "tape" are changed to "media." The "REEL/CASS." and the "REEL OR CASSETTE #" sections in the "SID INFORMATION" column; "HOLD UNTIL (DATE)," "REASON FOR HOLD," "INV. AUTH. ERAS.," and "'C' SLIP SENT" sections in the "DISPOSITION" column; and the "EVIDENCE IN COURT" column have been removed from the form.
- VI. SOUND RECORDING TAPE ISSUE/RECEIPT, FORM 12.48.00 - REVISED AND RENAMED.** The Sound Recording Tape Issue/Receipt form is renamed as the Sound Recording Media Issue/Receipt. The "A," "C," and "D" slips have been removed from the form.

Note: Scientific Investigation Division will continue to use this form until the current supply is depleted.

FORM AVAILABILITY: The Recording Media Inventory, Form 12.40.00, is immediately accessible in E-Forms on the Department's Local Area Network (LAN). A copy of the form has been attached to this Order for immediate use and duplication. All other versions of the forms shall be marked "obsolete" and placed in the divisional recycling bin.

AMENDMENTS: This Order amends Sections 3/569, 3/569.20 and 3/569.40, and adds Section 4/212.21 to the Department Manual. The "Form Use Link" applicable to the Recording Media Inventory and the Sound Recording Media Issue/Receipt, is accessible in Volume V of the Department Manual.

MONITORING RESPONSIBILITY: Detective Bureau shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
1st Quarter 2010

VOLUME III

569. RECORDING MEDIA

569.20 RECORDING MEDIA COORDINATOR. The commanding officer of each geographic Area and each specialized investigative or traffic division shall designate an officer in his command as the Area or divisional Recording *Media* Coordinator.

Note: Other division commanding officers may, when the use of *media* indicates the necessity, designate a Recording *Media* Coordinator.

A record of all *media* utilized by Area or divisional personnel shall be established by the Recording *Media* Coordinator, who shall:

- Forward all recorded *media* no longer required for investigation purposes to Scientific Investigation Division for storage;
- Ensure that all recorded and blank *media* are maintained in a locked recording *media* cabinet;
- Ensure that the Recording *Media* Inventory, Form 12.40.00, is properly completed and maintained.
- Order blank *media* from Scientific Investigation Division, as needed; *and*,
- Audit the division recording *media* system on a monthly basis.

Note: These procedures do not apply to personal recording *media* used by officers to record community contacts (Manual Section 3/570).

569.40 ELECTRONICS UNIT, SCIENTIFIC INVESTIGATION DIVISION - RESPONSIBILITY. The Electronics *Unit*, Scientific Investigation Division, shall be responsible for:

- Supplying recording *media* as requested by Recording *Media* Coordinators;
- Maintaining a file of duplicate copies of the Recording *Media* Inventory, Form 12.40.00;
- Reviewing monthly audits conducted by Recording *Media* Coordinators; *and*,
- Retaining recorded *media* in compliance with the Los Angeles City Administrative Code, Section 12.3.

VOLUME V

12.40.00 RECORDING MEDIA INVENTORY, FORM 12.40.00.

12.40.00-01 **Use of Form.** The Recording *Media* Inventory, Form 12.40.00, shall be used to control recording *media* used by the Department.

12.40.00-10 **Completion.** When recording *media* are ordered from the Electronics *Unit*, Scientific Investigation Division (*SID*), the employee issuing the *media* shall enter the *media* number in the designated locations.

When the division Recording *Media* Coordinator receives the *media* and corresponding inventory form from *SID*, he/she shall enter the date received in the appropriate column.

The officer using the *media* shall complete the applicable portions of the Recording *Media* Inventory, Form 12.40.00.

12.40.00-80 **Distribution.** The distribution of the completed form shall be as follows:

- 1 - Original, concerned Recording *Media* Coordinator.
- 1 - Electronics *Unit*, Scientific Investigation Division.
- 2 - **TOTAL**

12.48.00 SOUND RECORDING MEDIA ISSUE/RECEIPT, FORM 12.48.00.

12.48.00-01 **Use of Form.** This form is used by the Electronics *Unit*, Scientific Investigation Division, to record the issuance and receipt of sound recording *media*.

12.48.00-80 **Distribution.**

Part B- Concerned division. Returned to Electronics *Unit*, Scientific Investigation Division, when *media* is recorded.

RECORDING MEDIA INVENTORY

